

# Radon Poster Awards Ceremony

## Tips

**Raise awareness about radon and recognize poster contest winners by hosting an awards ceremony for your state or local poster contest winners. An awards ceremony reaches families, motivates children, and offers a compelling story for the media. The following tips provide guidance for holding a successful awards ceremony.**

- ▶ Conduct your radon poster contest from July 1, through October 15, (see contest guidelines at [www.nsc.org/issues/radon/radon\\_poster.htm](http://www.nsc.org/issues/radon/radon_poster.htm)). Consider hosting the awards ceremony in January in conjunction with National Radon Action Month.
- ▶ Once the posters have been judged, confirm the availability of key individuals. Invite poster contest winners, parents, teachers, principals, and government officials, and obtain permission from parents for the use of their children's photos.
- ▶ Secure a location, such as a school auditorium or city hall, for hosting the event.
- ▶ Arrange travel and special activities for the winners, such as a tour of state capital and meetings with officials.
- ▶ Notify local and state press about the event and prepare photos of the winning posters for the media. See the Media Outreach section on page 18 for more tips on reaching out to the media.
- ▶ Arrange event logistics. There are numerous details to consider for a successful awards ceremony. Some to consider, include: send invitations; create certificates or plaques for the winners, prepare speakers; write a program; hire a photographer; prepare the posters to be displayed, and assemble a press kit to give to any media that attend the event.



If you would like more information on planning and implementing a radon poster contest awards ceremony, please send an e-mail to Kristin Marstiller at [marstilk@nsc.org](mailto:marstilk@nsc.org) to receive a copy of the National Safety Council's Poster Contest Awards Ceremony Toolkit on CD-ROM. The Toolkit offers practical guidance and customizable templates including notification letters, invitation, and certificate.